PARCEL PROPERTY ADDRESS OWNER PAGE 1 OF 2

PLEASE COMPLETE THIS FORM BY FEBRUARY 27, 2023, AND RETURN TO: CITY OF JANESVILLE ASSESSOR'S OFFICE, PO BOX 5005, JANESVILLE, WI 53547-5005

GENERAL INSTRUCTIONS:

1. If you provide this information, it is CONFIDENTIAL and not available for public inspection Per Wisconsin Statute 70.47(7)(af) and Janesville Ordinance 2.58.060 C.10

- 2. Please complete both sides of this form. Copy and submit multiple forms if more space is needed.
- 3. In lieu of completing this form, you may provide a copy of Income and Expense reports you may already have provided that they include all the information requested by this form.
- 4. Failure to provide this information may prohibit a property owner from appearing before the Board of Review per Wisconsin Statute 70.47(7)(af).

5. Provide data for CALENDAR YEAR 2022.

6. In addition to building tenants, please include data on any land leases such as Billboards, Cell Towers, Storage yards, etc. If there are apartments in the building please list the number of apartments by bedroom/bathroom count.



CHECK "X" ALL ITEMS BELOW THAT ARE INCLUDED IN THE TOTAL REVENUE PAID TO LANDLORD COLUMN

FORM: GENERAL

COMMERCIAL

TENANT NAME / SUITE OR UNIT NUMBER (USE "VACANT" FOR TENANT NAME IF UNIT WAS VACANT FOR ALL OF 2022)		LEASE TERM MO/YR TO MO/YR	TOTAL MONTHS OF VACANCY DURING 2022	TYPE OF LEASE GROSS MODIFIED GROSS (NET) NET NET NET NET	BASE RENT RATE (\$\$/ SF, MONTH, YEAR, OTHER)	TOTAL OF <u>ALL</u> REVENUE PAID TO LANDLORD BY TENANT FOR CALENDAR YEAR 2022	1. ALL COSTS (Items 2-6) EXCEPT STRUCTURAL REPAIRS	2. UTILITIES	3. INSURANCE	4. UNIT REPAIRS AND MAINTENANCE	5. COMMON AREA MAINTENANCE	6. PROPERTY TAXES	7. PERCENTAGE RENT
EXAMPLE RESPONSES FOR VARIOUS OCCUPANCIES													
ABC TAX PREP OFFICE / SUITE A	1200 SF	6/2014-12/2026	0	NNN	10/SF	12,000	Х						
1234 REALTY / SUITE B	1200 SF	1/2020 - 12/2025	0	Net	7/SF	8,400		X		Х	X		
VACANT / SUITE C	1800 SF		12		Asking 8/SF	-							
APARTMENTS (IN MIXED USE BUILDING)	2 @ 1 bed/1bath	VARIES	0	GROSS	700 / mo	16,800		X					
WAREHOUSE (OR MINI-WAREHOUSE)	60000 SF	6/2020-12/2020	0	NN	5.00/SF	300,000		Х	Х		Х	Х	
HOTEL	75 ROOMS	NIGHTLY	30 % OCC	GROSS	AVG 75/DAY	615,900							
BILLBOARD SITE LEASE	1200 sf land	expires 12/2050	0	GROSS	1000 mo	12,000							
PLEASE	PROVIDE YOUR I	DATA FOR CALENDAR	YEAR 2022 IN	N THE ROWS BELOW	. COPY FOR	RM IF ADDITIONA	L ROWS ARE	NECESS	ARY				
Compared to the prior two years, are the		AL OF ALL REVENU				5% HIGHER /	MORE TH	ΔN 159	K I OWE	R ?			

If Revenues were 15% higher or lower than the prior two years experience, why?

Have you taken out a mortgage or refinanced this property within the last 3 years? If so, what was the interest rate and term of the loan?

PARCEL PROPERTY ADDRESS OWNER PAGE 2 OF 2

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GENERAL INSTRUCTIONS:

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- 2. Complete both sides of this form. Copy and submit multiple forms if more space is needed.
- 3. In lieu of completing this form, you may provide in another format provided that includes all the information requested by this form.
- 4. List expenses incurred in the most appropriate category below.

FORM: GENERAL

6. Prorate expenses that you may have incurred that cover multiple years. Example: leasing costs, insurance, security, etc.

COMMERCIAL

- 7. Do not include depreciation allowance, mortgage payments or property taxes.
- 8. Failure to provide this information may prohibit a property owner from appearing before the Board of Review per Wisconsin Statute 70.47(7)(af).

9. Provide data for CALENDAR YEAR 2022.

CATEGORY	ITEM	2022 EXPENSES \$\$,\$\$\$			
ADMINISTRATIVE	MANAGEMENT (OWNERSHIP) FEES	\$			
	WAGES/BENEFITS/HOUSING ALLOWANCE	\$			
	OFFICE SUPPLIES/EQUIPMENT	\$			
	MARKETING/ADVERTISING	\$			
	LEASING COSTS IF SEPARATE FROM ABOVE ITEMS	\$			
	ACCOUNTING & LEGAL IF SEPARATE FROM ABOVE ITEMS	\$			
	INSURANCE	\$			
	EVICTIONS	\$			
UTILITIES	GAS/ELECTRIC COMMON AREAS	\$			
	GAS/ELECTRIC RENTAL UNITS	\$			
	SEWER/WATER	\$			
	CABLE/INTERNET	\$			
OPERATIONS / MAINTENANCE / SERVICES	TRASH/RECYCLING	\$			
	JANITORIAL/CLEANING	\$			
	LANDSCAPING/LAWN CARE	\$			
	SNOW REMOVAL	\$			
	PEST CONTROL	\$			
	NORMAL REPAIRS AND MAINTENANCE	\$			
	SECURITY	\$			
	ELEVATOR	\$			
	POOL	\$			
	OTHER (LIST)	\$			
	OTHER (LIST)	\$			
	OTHER (LIST)	\$			
ANNUAL ALLOCATION OF RESERVES	ROOFING	\$			
FOR REPLACEMENTS	SIDING	\$			
	WINDOWS/DOORS	\$			
	HVAC/PLUMBING/ELECTRICAL/LIGHTING	\$			
	PARKING LOT(S)	\$			
	UNIT RENOVATIONS	\$			
	OTHER (LIST)	\$			
	OTHER (LIST)	\$			
	TOTAL PROPERTY EXPENSES FOR THE YEAR				

Compared to prior two years, are above expenses generally (circle one): CONSISTENT / MORE THAN 15% HIGHER / MORE THAN 15% LOWER?

If expenses were 15% higher or lower than the prior two years experience, why?

Briefly describe any major construction, remodeling or renovation completed in the past 5 years and the total project cost:

Briefly describe leasehold improvements / cost that were made by landlord and billed back to tenant as part of rent paid.

PREPARED BY (PRINT)______DATE_____PHONE_____